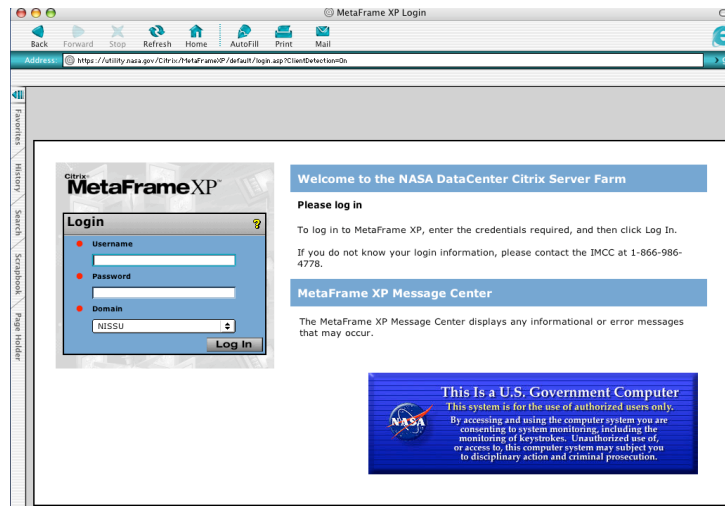


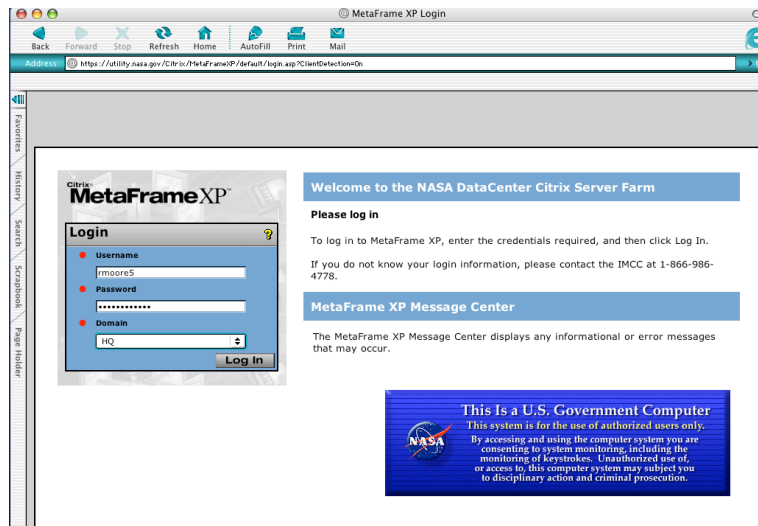
Steps to setup Outlook 2003 using Citrix

Launch the **Internet Explorer** browser and enter the following URL, <https://utility.nasa.gov>. (These instructions will also work with the Safari browser.)

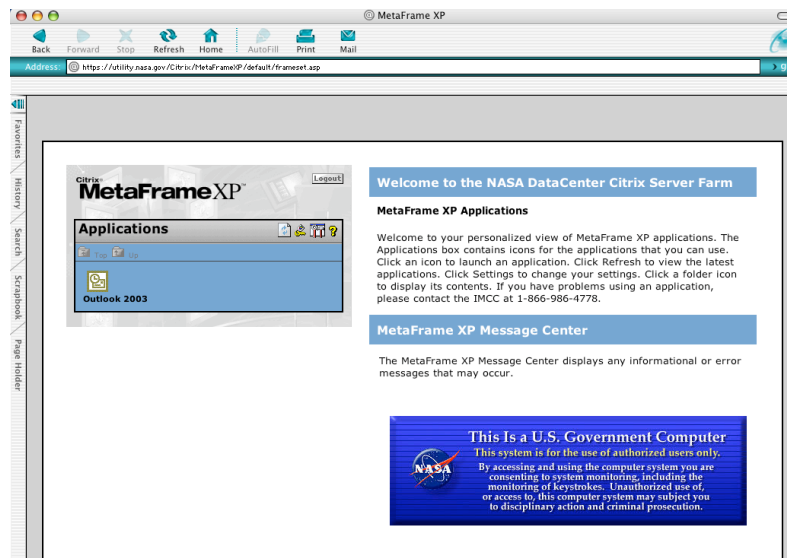


Enter your HQ username and password, select **HQ** on the Domain pull-down list, and press the Log In button.

Below is a sample login screen



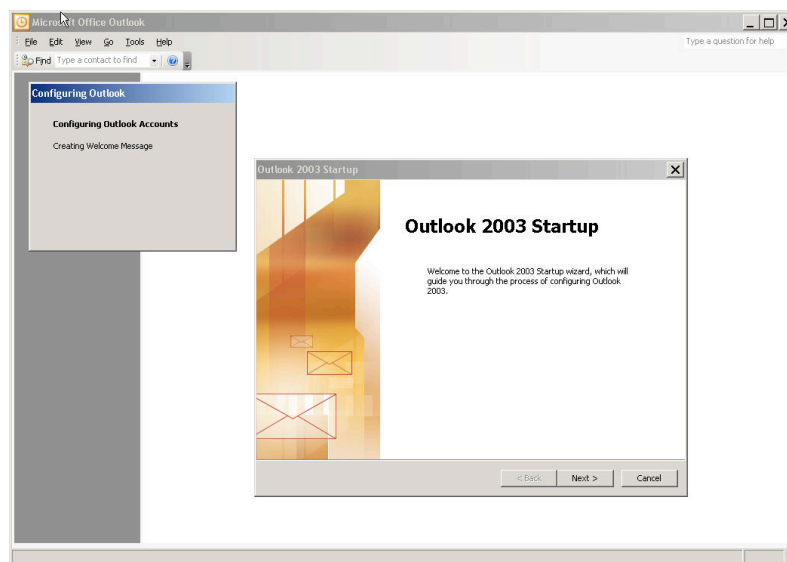
The following screen will appear displaying the applications you are authorized to run. One of those applications will be Outlook. Click once on the **Outlook** icon.



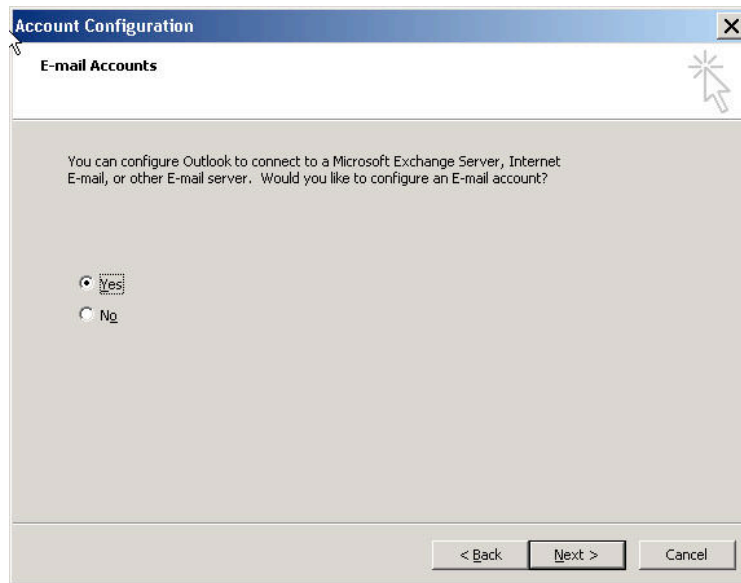
To set up your Outlook client under Citrix, complete the configuration information at each of the prompts. **WARNING: do not skip any of the configuration stages.** There is no way to return to the configuration set up without calling in a help desk ticket for support.

Configuring the Outlook client:

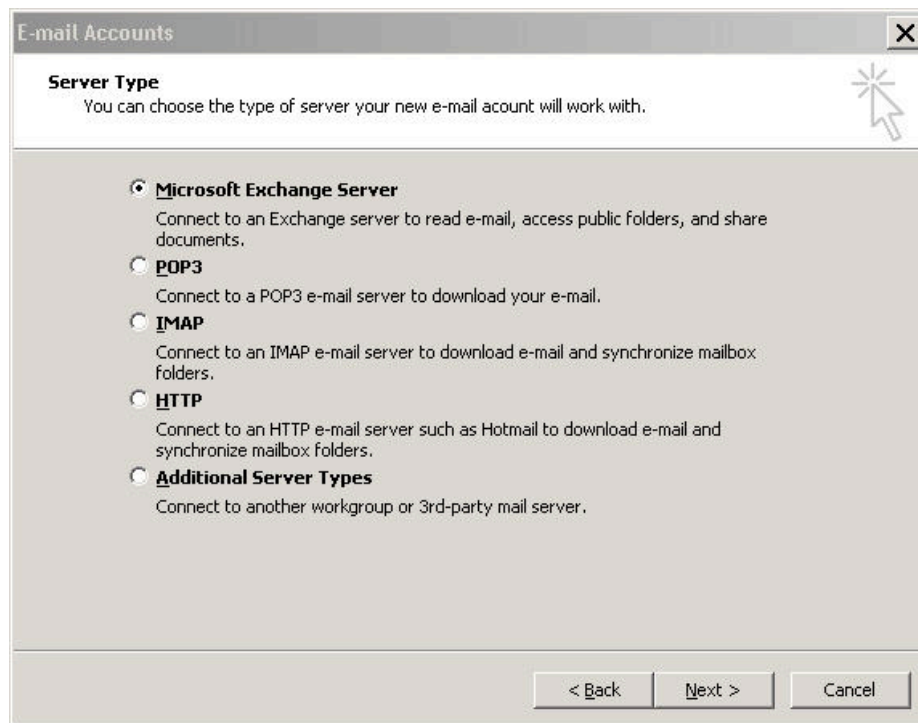
At the window below, click **Next >**.



At the Account Configuration window make sure **Yes** is selected and click **Next >**.



At the E-mail Accounts window select **Microsoft Exchange Server** and click **Next >**.



At the **E-mail accounts/Exchange Server Settings** windows fill in the information as described below the illustration.

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

☐ Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

- Microsoft Exchange Server: **ndjsevs01.ndc.nasa.gov**
- User Name: type in your **full** name e.g. John Smith

Click **Check Name** to verify all the information entered is correct. If all the information was entered correctly and your name was found, it will be underlined and filled in with the information from your Display Name as shown in the following screen. If either of the two entries it is not underlined, re-enter the information and click **Check Name** again. Once the **User Name** is underlined, click **Next >**.

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

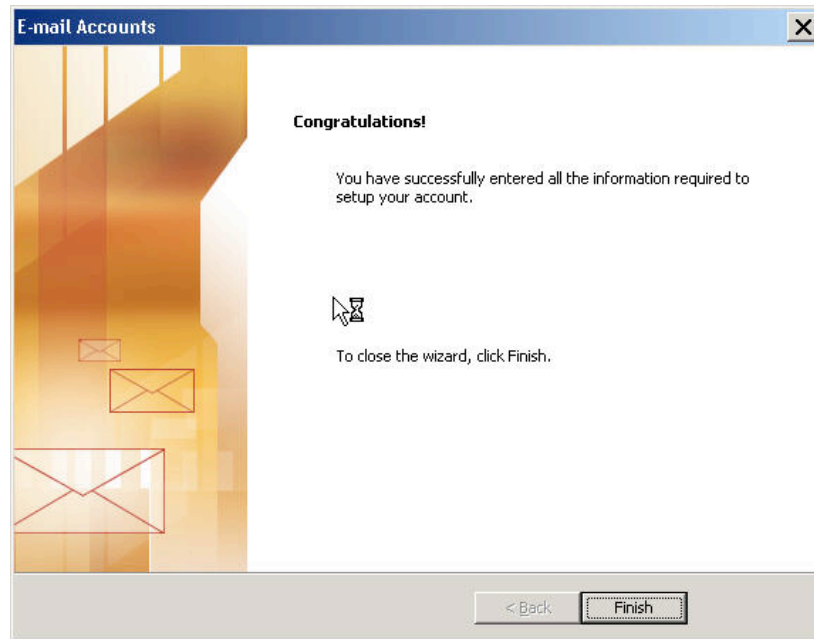
Microsoft Exchange Server:

☐ Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

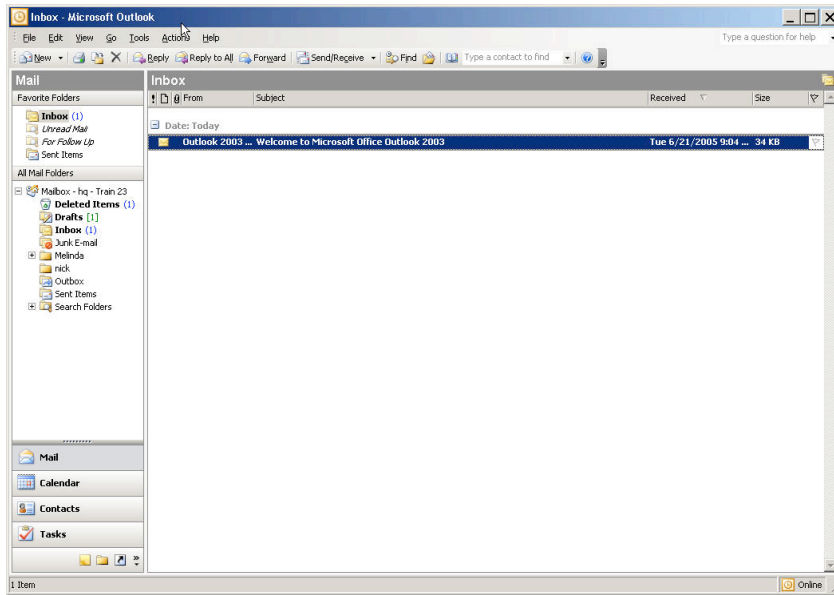
At the following screen. Click **Finish** and wait for Outlook to come up.



When Outlook launches for the first time, it will prompt you for your name and initials as follows



Enter your first name, middle initial (if you have one), and last name and click **OK**. You are now configured to use Outlook 2003 through Citrix.



Important Note: you will have to run through this configuration step twice because your mail profile is being stored on two machines for redundancy and availability. Just enter the information as you did above when prompted a second time to configure.